

BYLAWS & RULES OF PROCEDURE
FOR THE
CLARK COUNTY BUSINESS DEVELOPMENT ADVISORY COUNCIL(CCBDAC)-
AMENDED 1 APRIL 2010

MISSION STATEMENT

This COUNCIL, was created by ordinance on August 4, 1987, and has had several amendments since it's creation. It's mission is to assist the County to increase the number of minority, women, and small businesses doing business with the County.

This will be achieved by the CCBDAC by maintaining representative relationships with:

1. The Las Vegas Chamber of Commerce
2. The Asian Chamber of Commerce
3. The Black Business Council
4. The Latin Chamber of Commerce
5. NAWBO
6. Nevada Minority Supplier Development Council
7. Urban Chamber of Commerce

ARTICLE 1-DUTIES AND RESPONSIBILITIES

1. Promote the county's equal business opportunity program:
2. Study and advise the board of county commissioners on methods to enhance the county's equal business opportunity program, including input on the county's website access and information for businesses:
3. Endeavor to develop a list of contacts in order to work with agencies and organizations involved in aiding and promoting local, small, women-owned and minority business enterprises:
4. Work with the state of Nevada's entrepreneurial office to identify new businesses:
5. Provide an formal annual report to the board of county commissiioners regarding the activities of the council. May be in person.

ARTICLE 1A – ADDITIONAL DUTIES AND RESPONSIBILITIES

1. The COUNCIL members shall annually host at least one custom program at their respective organizations presented by Clark County Purchasing/Business Development staff and/or their nominee. The topic of the program would be centered around how their members can do business with Clark County.
2. The COUNCIL members shall annually host at least one custom program at their respective organizations presented by Clark County Purchasing/Business Development consultant on how their members can enroll in the Clark County Business Development/Education Program (CCBDEP).
3. The COUNCIL members will endeavor to have at least 3 members of their respective organizations to enroll in the CCBDEP.

ARTICLE II – MEMBERSHIP

The COUNCIL shall be composed of up to (7) members appointed in the following manner:

1. The Board of County Commissioners shall appoint up to (7) members to the COUNCIL.
 - A. Members shall be nominated by their respective organizations.
 - B. Nominees will be presented to Purchasing/Business Development for submittal to the Board of County Commissioners for approval.
 - C. CCBDAC will vote on nominees and approved nominees will be ratified by the Board of County Commissioners.
2. The Council includes up to 7 members, including a chair and vice chair of the council, and one member from the organizations listed in the Mission Statement.
 - A. The Chair and Vice Chair will be voted on annually by the CCBDAC board and ratified by the Board of County Commissioners.
3. All appointments shall be made for the duration of one (1) year. Members may serve for successive terms upon their continued nomination and approval by the Board of County Commissioners.
4. A member can be removed from the COUNCIL by the Board of County Commissioners, either at the member's request or by the respective nominating Department Director's or governing body's initiative.

ARTICLE III – MEETINGS

1. Regular meetings of the COUNCIL shall be held at the call of the Chair, but at least on a quarterly basis.
2. Special meetings of the COUNCIL shall be held at the request of the Chairman or by the consent of the majority. All members shall be notified at least seventy-two (72) hours before the time set for the Special Meeting per the Open Meeting Law.
3. All meetings and hearings of the COUNCIL shall be open to the public. Minutes of all public meetings and hearings shall be maintained on audio cassette tape and shall be of public record. A summary of minutes shall be distributed to members of the Council.
4. A quorum of the COUNCIL shall consist of more than fifty percent (50%) of the entire COUNCIL for any transactions of any business.
5. Any organization not represented by attendance at three consecutive meetings and whose attendance is unexcused may be administratively removed from the COUNCIL by majority vote of a quorum of the COUNCIL and may be replaced by another cognizant organization.
6. All votes taken by the COUNCIL shall be by voice vote, by roll call, or by show of hands at the call of the Chair.
7. All meetings shall be conducted according to Robert's Rules of Order as Amended, and the Code of Conduct. In any case, where there is a conflict between these Bylaws and Robert's Rules of Order, these Bylaws shall control.

ARTICLE IV – OFFICERS

1. CHAIRMAN: The Chairman shall be appointed by the Clark County Board of Commissioners. The Chairman shall:
 - (a) preside at meetings of the COUNCIL;
 - (b) have general supervision of the conduct of the affairs of the COUNCIL;
 - (c) participate in the voting process and in discussion of the COUNCIL matters as desired;
 - (d) rule on all procedural questions;
 - (e) call for the question upon all matters being considered by the COUNCIL but only after all interested parties have had a reasonable opportunity to be heard; and
 - (f) limit the time each person is permitted to speak, provided that such procedure shall nonetheless result in a full hearing on all relevant issues.

2. VICE CHAIRMAN: The Vice Chairman shall be appointed by the Clark County Board of Commissioners. The Vice Chairman shall perform the duties of the Chairman during the absence of the Chairman. In the event that both the Chairman and the Vice Chairman are absent, the members present shall choose one from among their number to be Chairman pro tem for the day's meeting.

3. VACANCIES: Any vacancy in the office of the Chairman or Vice Chairman of the COUNCIL shall be filled by the Board of County Commissioners after such vacancy has occurred.

ARTICLE V – AMENDMENT OF BYLAWS AND RULES OF PROCEDURES

The foregoing Bylaws and Rules of Procedures, or any part thereof, may be amended subject to pertinent County and State laws, at any meeting of the COUNCIL after not less than ten (10) days notice has been given to all members of the COUNCIL. It shall require the concurring vote of not less than a quorum of the members to make any amendment or change in these Bylaws.

ARTICLE VI – CONFLICT OF INTEREST

Any member of the COUNCIL having a direct monetary interest in the outcome of any matter brought before the COUNCIL or who feels that personal reasons may unduly prejudice his/her decision shall disqualify himself/herself without reason or suggestion of his/her interest and take no part in discussion or voting on this matter.

Approved by the CLARK COUNTY BUSINESS DEVELOPMENT ADVISORY COUNCIL on the ____ day of _____, 2010 by a vote of ____ Yeas and ____ Nays.

Filed with the Clerk of the Clark County Board of Commissioners on the ____ day of _____, 2010.